

Date

5 Mar 84

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/FEB	<i>E</i>	3/5
2. DC/RECD	<i>[Signature]</i>	3/6
3. C/RECD		
4. C/IMSS/OL		
5.		

Action	File	Note and Return
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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

C O N F I D E N T I A L

6 MAR 1984

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM: [REDACTED]

Chief, Real Estate and Construction Division, OL

SUBJECT: Support Officers' Conference

REFERENCES: A. Memo fm C/IMSS/OL dtd 24 Feb 84, Same Subject,
(OL 4043-84)

B. OL's response to DCI's Annual Report to Congress,
dtd 9 Dec 83, (OL 4296-83)

1. Regarding your referent request (A) for information for the Associate Deputy Director for Administration for the upcoming Support Officers' Conference, the following is submitted:

a. Reference B essentially includes all of the activities of the Real Estate and Construction Division for the past year through the November-December 1983 period. The remaining items update that reference.

b. Directorate of Operations Facilities Requirements and Implementation.

(1) After an Inspector General report and a subsequent study by an ad hoc committee, the Executive Committee approved in January the establishment of a more structured method by which the DO's facilities needs are identified, staffed and implemented. In the past these needs tended to be for relatively straightforward office space and, [REDACTED]

[REDACTED] minimum effort was usually all that was necessary.

C O N F I D E N T I A L

OL 13159-84

SUBJECT: Support Officers' Conference

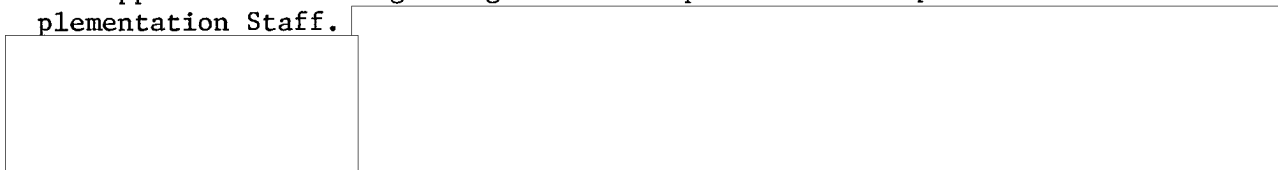
(3) To satisfy these changes, the support structure had to become preactive rather than reactive, i.e., the problems must be managed as a system rather than as independent entities. To do this a Program Manager was established under the Special Support Assistant to the DDA. The Program Manager is Chief of a Requirements Group which includes an OL architect along with part time security and communications assistance. The Requirements Group is to identify the DO's present and future facilities needs at all locations worldwide and to constantly track, update and prioritize those needs.

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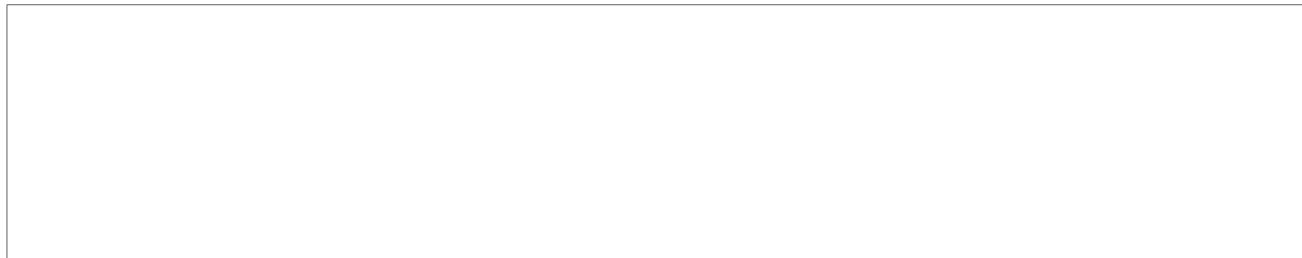
(5) The time table for this system is not definitely defined. The Program Manager is expected to be identified and in place by late April 1984. Additionally, two architects have been identified to support both the beginnings of the Requirements Group and the Implementation Staff.

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c. Headquarters Building. While RECD is involved with the activities presently underway to take over the Headquarters Building maintenance and operation from the General Services Administration, others are more heavily involved. The Headquarters Engineering Branch will only be part of the resulting reorganization.

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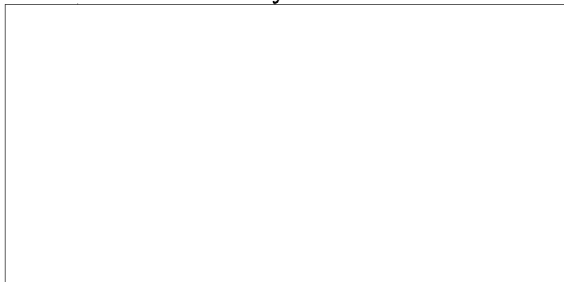


C O N F I D E N T I A L

SUBJECT: Support Officers' Conference

2. I hope this information is sufficient for your requirement.
Please advise if additional information is necessary.

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C O N F I D E N T I A L